



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

RICHARD J. CODEY
Acting Governor

WILLIAM L. LIBRERA
Commissioner

April 12, 2005

TO: Chief School Administrator
Charter School Lead Person

FROM: William L. Librera, Ed.D.
Commissioner

SUBJECT: Title I Comparability of Services Requirement

DEADLINE: Report Due by June 1, 2005
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Under Section 1120A of the No Child Left Behind (NCLB) Act of 2001, local educational agencies (LEA) receiving Title I funds are required to provide services in their Title I schools that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds. LEAs are required to conduct Comparability of Services calculations annually using current year data and to submit a Comparability of Services report to the New Jersey Department of Education (NJDOE).

It is the responsibility of the NJDOE to ensure that each LEA meets the Comparability of Services requirement so that the district may receive Title I funds. Therefore, the NJDOE must collect a Comparability of Services report to verify that all LEAs have conducted the calculations and have met the federal requirement.

Your district was required to submit a Comparability of Services report for the 2004-2005 school year in December 2004. At that time, you were informed that for subsequent years, the report would be collected in June for the following school year.

The Office of Grants Management (OGM) has posted a Comparability of Services report form in Excel format and directions for completing the form on the NJDOE website at <http://www.nj.gov/njded/grants/entitlement/nclb/>. This report must be based on the district's student data as reported in the district's October 15, 2004 ASSA report adjusted for projected September 2005 student enrollment; staffing data must be based on the 2005-2006 budget. This report must be submitted no later than June 1, 2005 to:

New Jersey Department of Education
Office of Grants Management
P.O. Box 500
Trenton, NJ 08625-0500

If a district does not meet the Comparability of Services requirement using this form, the district must notify the OGM prior to June 1, 2005 and staff from the NJDOE will work with the district to conduct further calculations. If a district still does not meet the Comparability of Services requirement, the district must develop and implement a corrective action plan that will bring the district into compliance with this requirement prior to the start of the 2005-2006 school year. Per federal guidance, failure to do so may result in the district's Title I funds being withheld or reduced.

If you have any questions, please contact Robyn Kay, entitlement grants coordinator, Office of Grants Management at (609) 633-6974.

WLL/DP/AC/mof:K:\Entitlement\Title I Comparability\Comparability memo

c: Dwight Pfennig

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